



South Carolina Department of Health
and Environmental Control



January 20, 2009

MEMORANDUM

TO: Ryan White Part D Contractual Service Providers/Reporting Contacts

FROM: Leigh Williamson, Ryan White Part D Administrator

SUBJECT: 2009 Ryan White Part D Reporting Schedule

Due Date	Report Description
2/16/2009	<ul style="list-style-type: none"> RDR (reporting period 01/1/08 – 12/31/08) 2nd Quarter Programmatic Report (reporting period 8/1/08-1/31/09). This first report will cover the entire first 6-months of the grant year.
February/March	<ul style="list-style-type: none"> Information for the yearly grant application will be due to DHEC (exact date depends on grant guidance)
5/15/2009	<ul style="list-style-type: none"> 3rd Quarter Programmatic Report (reporting period 2/1/09-4/30/09)
July 2009	<ul style="list-style-type: none"> Pilot RSR data plus additional Quality Management elements due to DHEC.
9/1/2009	<ul style="list-style-type: none"> Ryan White Program Service Report - RSR (Client Level Data) due directly to HRSA (reporting period 1/1/09-6/30/09) RSR data plus additional Quality Management elements due to DHEC (reporting period 1/1/09-6/30/09).
8/15/2009	<ul style="list-style-type: none"> 4th Quarter Programmatic Report (reporting period 5/1/09-7/31/09)
11/15/2009	<ul style="list-style-type: none"> 1st Quarter Programmatic Report (reporting period 8/1/09-10/31/09) 1st Quarter Expenditures Report (reporting period 8/1/09-10/31/09)

Send the above reports to Leigh Williamson via e-mail (willial2@dhec.sc.gov). Thanks for your help.